



PARKS VOLUNTEER PROGRAM COORDINATOR*

(PROGRAM COORDINATOR I)

Department of Public Works

The recruitment will remain open until sufficient applications from qualified candidates are received. The first review will be conducted for all paper applications received by 5:00 p.m. on *Friday, September 3, 2010* (Applications submitted on-line are due by 11:59 p.m.)

****This is a project position with funding anticipated for up to 24 months.***

THE JOB

Under general supervision, this position plans, develops, organizes, and coordinates a volunteer program that supports Parks program goals and objectives and provides leadership and direction to volunteers. This position works cooperatively with staff and managers, as well as partner entities, to provide a sufficient supply of projects and opportunities in county-owned parks and properties, for various volunteer groups to partner and participate in, to help bridge gaps in project and maintenance needs. Responsibilities include planning, organizing, and implementing volunteer program activities ranging from outreach recruitment to training and oversight of volunteers placed in a variety of service capacities; consults with staff to identify needs for volunteer support; evaluates and formulates new volunteer recruitment plans; recommends annual budget; provides day-to-day program leadership; trains staff on volunteer management techniques; markets volunteer opportunities to the public by designing and implementing campaigns to inform and encourage public participation; publishes flyers, website notices, and print advertisements; coordinates volunteer selection activities to match volunteer skills and abilities; develops and conducts new volunteer orientation and training programs; and develops, implements and administers volunteer evaluation and motivation systems.

This is an exempt position that will be expected to work evenings and weekends as needed, in an office setting and in the field.

QUALIFICATIONS

- Requires a Bachelor's degree in business, public administration, social service, or related field, or equivalent related experience;
- Possession of, or ability to obtain, a valid driver's license at time of hire;
- Ability to successfully pass a comprehensive background check;
- Proficiency in MS Word, Excel, and PowerPoint; and
- First Aid certification is desirable.

The ideal candidate will have the following strengths:

Knowledge of: principles, practices, methods and techniques for designing and implementing volunteer service programs, including marketing volunteer service and recruiting, selecting, assigning, utilizing and evaluating work of a large and diverse volunteer staff; methods and techniques for recognizing and motivating volunteer contributions; local, state and federal regulations applicable to the use of volunteers; office management and record keeping practices and procedures; program evaluation and implementation methods and techniques; principles and practices of business communication; methods and procedures of budget development and justification; analysis and evaluation of policies, procedures, public information, and service delivery issues; research methods and techniques, practices and procedures of the Medic First Aid program; principles and practices of effective supervision.

Ability to: Design, develop, implement and administer a comprehensive volunteer services program encompassing a broad range of activities; design and carry out outreach recruitment to individuals in diverse communities and organizations; carry out policy directives of the department in an effective and timely manner; communicate clearly and effectively, orally and in writing; deliver effective oral presentations to diverse audiences; interpret and explain policies, procedures, laws, and regulations; establish and maintain effective working relationships with managers, staff, volunteers, community and non-profit groups, the public and others encountered in the course of work; exercise tact and diplomacy in dealing with individuals from diverse cultural, organizational and professional backgrounds; utilize various PC applications (word processing, spreadsheet and graphics software) in preparing reports, program analyses and presentation materials.

SALARY

The salary range is \$4,082 – \$5,815 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest (Optional) – In addition to the Clark County application, applicants may submit a letter of interest detailing their experience in the areas mentioned above.
3. Oral Interview (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
4. Employment References may be conducted for the final candidates, including verification of education.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

Apply online on our website @ www.clark.wa.gov, submit a paper application which may be downloaded from www.clark.wa.gov/hr/employment/app_materials.html, or come into our office at 1300 Franklin Street, 5th Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / Relay (800) 833-6384
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

CLARK COUNTY
WASHINGTON

Human Resources Department
1300 Franklin Street – 5th Floor/PO Box 5000
Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
Relay (800) 833-6384
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION					
Position Applying for			Posting#		
Last Name		First Name		Middle Initial	
Address		City		State Zip + Four	
Home Phone ()	Work Phone ()	Cell Phone ()	Home Secondary ()		
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []			Are you legally eligible for employment in the United States? Yes [] No []		
Will you accept: [] Regular [] Temporary Will you accept: [] Full Time [] Part Time			Shifts you will accept: [] Day [] Evening [] Night [] Weekend		
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)					
EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
MOST RECENT POSITION Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ <hr/> May we contact your current employer? Yes [] No []
Reason for leaving or considering change: OTHER EXPERIENCE Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ Hours per Week _____ Final Salary _____
Reason for leaving or considering change: OTHER EXPERIENCE Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ Hours per Week _____ Final Salary _____
Reason for leaving or considering change: OTHER EXPERIENCE Employer: Address: Position: No. of employees you supervised: Supervisor: Phone () Specific Duties:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	Reason for leaving or considering change:

Attach additional sheets if necessary to include all work history.
Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant

Date

Date

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

ETHNIC ORIGIN: If you are more than one race, please indicate one group only for record-keeping purposes. [Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

Are you a RECENTLY SEPARATED VETERAN? Yes ☐ No ☐

Are you an OTHER PROTECTED VETERAN? Yes ☐ No ☐

Are you DISABLED? Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian
- ☐ The Oregonian
- ☐ The Asian Reporter
- ☐ El Latino de Hoy
- ☐ The Skanner-Portland
- ☐ Seattle Times
- ☐ Spokane Review
- ☐ The Olympian

Internet/Website Sites:

- ☐ Columbian/Yahoo!Hot Jobs
- ☐ Oregonian
- ☐ Clark County
- ☐ Seattle Times
- ☐ El Latino de Hoy
- ☐ Other Internet/Website: _____

Other Sources:

- ☐ Clark County Bulletin Board
- ☐ College/Career Center Referral
- ☐ Acquaintance/County Employee
- ☐ Other: _____